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Using the Cutter Table

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Cutter Table

Below is a short Cutter table (taken from *Classification and Shelflisting Manual* instruction sheet G 63) for use as a guide.

Note: The final Cutter number is based on entries already found in the shelflist (and in some cases entries reserved for other libraries for which LC does not have an item in its catalog).

The letters in the table represent the letter that follows the initial letter of the author's surname (vowel, consonant, etc.). The number is that which should be used; however, it may be necessary to add other numbers or to use judgement to allow for growth when providing numbers for extremely common names.

Generally Cutter numbers do not end with the numeral 1 or 0.

1. After initial vowel									
for the second letter:	b	d	l-m	n	p	r	s-t	u-y	
use number:	2	3	4	5	6	7	8	9	
2. After initial letter S									
for the second letter:	a	ch	e	h-i	m-p	t	u	w-z	
use number:	2	3	4	5	6	7	8	9	
3. After initial letters Qu									
for the third letter:	a	e	i	o	r	t	y		
use number:	3	4	5	6	7	8	9		
For initial letters Qa-Qt, use 2-29									
4. After other initial consonants									
for the second letter:	a	e	i	o	r	u	y		
use number:	3	4	5	6	7	8	9		
5. For expansion									
for the letter:	a-d	e-h	i-l	m-o	p-s	t-v	w-z		
use number:	3	4	5	6	7	8	9		